

MINUTES
Board of Trustees
Barrington Public Library
Thursday, May 19, 2011

Library Board Room
281 County Road, Barrington RI 02806

Members Present:

Joseph Schall
Tom Flanagan
Dan O'Mahony
Sam Sylvester

Presiding: Tom Flanagan

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:04pm

Minutes from the March 17, 2011, meeting were approved (motion by Sylvester, seconded by Schall).
There was no April 2011 meeting.

Financial Reports:

June 30 will be the end of the fiscal year. With the fiscal year winding down, any further spending from the book budget is frozen at this point. Expenditures for part-time help may be over-expended at the end of the year, but the overall budget's bottom-line will be in balance.

Statistical Reports:

All categories of us statistics are holding steady (circulation, reference questions, computer use, etc.). The net reduction in book size reported in March and April is a result of lots of weeding which is important to keep the collection current and not over-crowding the shelves. The Friends of the Library sometimes take weeded books for their book sales; other discarded books are recycled.

The Director presented a statistical report on hourly/daily circulation; Sunday is a very busy 4-hour shift with the highest number of items circulated per hour per day.

Director's Report:

The Ocean State Library (OSL) consortium hired a consultant to review consortium operations; the Director shared a copy of the preliminary report with the Board. The consultant reported that overall the consortium was run efficiently; the cost of the OSL system is \$1.66 per capita. It was recommended that OSL develop a long-range plan (OSL will do this). It also was recommended that OSL look at options for cooperative cataloging (OSL will hire a consultant to examine this).

The library continued to enjoy more terrific press coverage: the Barrington *Times* had a feature article (May 18, 2011) on Amy Greer, the new Adult Programming Librarian.

The Director reminded the Board again about the upcoming Volunteer Breakfast on Thursday, June 23 beginning at 8am.

On May 25 there will be a major overhaul of the EnvisionWare system (the software that manages individual use of the computer workstations). There have been problems with the new version, so OSL staff will be on site to revert the system back to the older version of the software. There will be no cost to the library for this (it is part of the ongoing OSL service). Since workstations likely will be down all day,

notices will be posted to alert users. It is hoped that going back to the earlier version of the software will resolve the problems with the system.

The new Barrington Public Library web page was launched this month. All staff now can easily change content on web pages. Please provide feedback if you have difficulty finding anything or see mistakes. A suggestion was offered to have a direct link on the home page to "Renew a Book."

The Town financial meeting will be Wednesday, May 25 at 7pm at Barrington High School. The library's budget for FY 2012 will be part of the overall Town budget that will be approved during the meeting. The director will attend the meeting in case there are any questions about the library.

As a follow-up to the March 31 Local Government Workshop on public records/open meetings, the Director reminded the Board to guard against using email for unofficial communications that could lead to a violation of the open meetings act; please avoid a "rolling quorum" by not using "reply all" to messages from the Director or the Chair.

The Board clarified that minutes should not be posted on the Town web site until approved and corrected. (The secretary will correct the February 2011 minutes and forward them to Wendy.)

Agenda for June 16, 2011 Meeting:

No specific topics were identified.

The meeting was adjourned at 7:49pm.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Board of Trustees

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Members Present:

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Presiding: Tom Flanagan

Also Present: Debbie Barchi, Director

The meeting was brought to order at 7:50pm

Minutes from the March 17, 2011, meeting were approved (motion by Sylvester, seconded by Schall).
There was no April 2011 meeting.

Financial Reports:

The balance in the corporation's checking account is \$7,248.13.

The treasurer distributed the monthly (March 2011) Coastline statement for informational purposes.

Old Business:

- a) Fundraising strategy and external input: Director met with representatives from Coldwell Banker; no one has followed up with her yet. We will discuss this topic again next month.

New Business:

- a) For historical reasons, exact fund balances for a few of the named accounts have been difficult to determine. The treasurer will continue to work with the Director and others to look at historical draws on accounts for clues as to the estimated value of named funds where exact balances are undetermined.
- b) The Director will draft a policy on the scope of restricted funds accepted by the library.

Agenda for April 21, 2011 Meeting:

New Business:

- a) Clarify dates of semi-annual investment fund management review

Old Business:

- a) Fundraising strategy
- b) Named accounts
- c) Draft policy on restricted funds

The meeting was adjourned at 8:13pm.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Corporation